ALBERTA HANSARD

ANNUAL REPORT
1986

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LEGISLATIVE ASSEMBLY
ALBERTA

OFFICE OF
Alberta Hansard

Room 901
Legislature Annex
Edmonton, Alberta
T5K 2B6 (403) 427-2490

March 9, 1987

TO THE HONOURABLE THE SPEAKER OF THE LEGISLATIVE ASSEMBLY:

I have the honour to submit the annual report of Alberta Hansard for the calendar year ended December 31, 1986, as required by Standing Order 110.

Respectfully submitted,

Gary Garrison

Gary Garrison

Editor, Alberta Hansard

Alberta Hansard

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Prepared for the Honourable Dr. David J. Carter
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

March 9, 1987

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Room 901 Legislature Annex
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PUBLICATION OF ALBERTA HANSARD

Alberta Hansard is published under the authority of Mr. Speaker and in accordance with Standing Orders 107, 108, and 109. During 1986 a total of 69 issues of Alberta Hansard were published, six reporting the Fourth Session of the 20th Legislature, April 3 to 10, and 63 reporting the First Session of the 21st Legislature, June 12 to September 18. One hundred and forty-eight pages of text were published during the former period and 1,784 during the latter, for a total of 1,932. This compares with 51 issues and 1,350 pages in 1985 and 64 issues and 1,512 pages in 1984. The total number of pages published in 1986 is closest to that of 1983, when there were 78 issues and a total 1,936 pages; in other words, in 1986 Hansard published only four fewer pages than in 1983 despite the fact that there were nine fewer sitting days covered. This no doubt reflects the fact that there were 29 night sittings during 1986 and a number of them went past 11 p.m., with an average adjournment time of approximately 10:45 p.m.

BOUND VOLUMES

The bound volumes for the Third Session of the 20th Legislature were distributed in May 1986. Each set consisted of two books, the first containing 796 pages of text and the second pages 797 through 1,350 and the index. In June the bound volumes for the Fourth Session of the 20th Legislature were distributed. There was one volume consisting of 148 pages of text and the index. The number of bound volumes produced for both of the above sessions continued at 230, the same as for the Second Session of the 20th Legislature.

CIRCULATION AND SUBSCRIPTIONS

By the end of the summer sittings of the First Session of the 21st Legislature in mid-September, the basic printing volume had risen to 1,820 copies per issue, compared with 1,745 copies in 1985. The breakdown of that total of 1,820 is as follows: 738 copies for subscriptions, of which 501 were distributed by mail and 237 were distributed within

government offices by the government courier; 83 for distribution to members in the Chamber; 166 additional complimentary copies for members as provided by Standing Order 109(1)(a); 230 for binding following prorogation; and 247 copies for over-the-counter sales. As in the past, adjustments were made to these numbers from week to week to accommodate changes in the number of subscribers.

HANSARD BLUES

Forty four copies of the Blues were distributed to various offices of the Legislature and Legislature Annex buildings, pursuant to a distribution list established by Mr. Speaker. This is an increase of 10 over the previous year.

The Blues were delivered the morning of the working day following each sitting day, except during the several brief recesses of the House that occurred in conjunction with holidays during the 1986 summer session.

In addition to the regular distribution list, several copies of the Blues were made available in the Hansard office for the added convenience to members and their staff.

As well, copies of unofficial transcripts of Oral Question Period were posted in the Members' Lounge, delivered to the Press Gallery, and made available in the Hansard office to members and their staff. These transcripts were normally available by the end of the sitting day each day.

SPEECH REPRINTS

As in previous years, Hansard continued to offer speech reprint services to members. For the cost of photocopying, Hansard provides to members, upon request, the text of selected speeches published in Hansard, reformatted as necessary. During 1986, 54 speech reprint orders were received and filled.

ARCHIVES

Nine master tapes covering the Fourth Session of the 20th Legislature (April 3,

1986, to April 10. 1986) were deposited with the Provincial Archives on April 22, 1986. These tapes have been assigned accession number 86.181 and are traceable at the Provincial Archives by this number. The 99 audio tapes covering the sittings of the First Session of the 21st Legislature (June 12, 1986, to September 18, 1986) were deposited with the Provincial Archives following those sittings and have been assigned accession number 87.36.

COMMITTEE REPORTING

The following table summarizing committee transcription services indicates that although the number of meetings for which transcripts were produced in 1986 is down from 1985, it is still above the long-term average.

Name of Committee	Number of Meetings	Duration (Hours)
Special Standing Committee on Members' Services	9	20.55
Standing Committee on the Alberta Heritage Savings Trust Fund Act	24	33.48
Standing Committee on Legislative Offices	4	5.46
Standing Committee on Private Bills	9	10.9
Standing Committee on Public Accounts	8	9.38
SUBTOTAL (STANDING COMMITTEES)	54	79.77
Comparable 1985	66	90.06
Miscellaneous	1	.25
TOTAL	55	80.02
Comparable 1985	74	102.98

HANSARD INDEX

The Hansard index continues to be generated through the mainframe computer at the Government Computing Centre in the Terrace Building with data input on a terminal situated in the Hansard office.

Regularly updated printouts of the cumulated index were provided during session to the Legislature Library for the use of members and others. During and following the First Session of the 21st Legislature, printouts of the index were provided to the Official Opposition office, the Liberal caucus office, and the Premier's office, at their request. Final cumulations were provided following the conclusion of both sessions that occurred during the year. The index for the Fourth Session of the 20th Legislature was bound with the Hansard issues covering that session and distributed in June. The bound index covering the First Session of the 21st Legislature is scheduled for printing and distribution in the spring of 1987.

Reference services of the Hansard Librarian continue to be available to those seeking index information. During 1986, a total of 124 questions were answered: 81 from staff within the Legislative Assembly complex, 14 from government departmental staff, and 29 from the general public.

The Librarian is also responsible for the preparation of a table showing the progress of Bills through the Legislative Assembly. This table was published with most Monday issues of Hansard and in the final issue covering each of the two sessions that occurred during the year.

The Librarian was, for the last quarter of the year, a member of a committee doing a directional planning project for the Legislative Assembly Office, which began in September and required a large commitment of her time. As a result, a part-time librarian was hired for the last three months of the year to help complete the index of the Hansards covering the sittings which ended September 18.

ORGANIZATION AND STAFFING

Three full-time staff positions were vacated during 1986; one of those was filled and the other two left vacant. Donna Bennett, the Associate Editor of Hansard, left the Hansard branch May 30, as did Kathryn Brink, the Production Editor. Susan Martin, the Administrative Assistant, resigned her position effective July 11. Mary Hunt began helping out on administrative matters in early June on a wage basis and took over Ms Martin's responsibilities upon her resignation. Mrs. Hunt became a full-time member of the staff effective October 1.

Because of the departure of two full-time members of the staff shortly before the beginning of the summer sittings of the Assembly, a number of adjustments were made to the responsibilities of other members of the staff. The administrative duties of the Associate Editor were assumed by the Editor; the copyediting responsibilities of the Associate Editor were assigned to sessional staff; the supervisory responsibilities of the Production Editor were shared on an alternating basis by the Senior Editor and the Staff Editor, and the Staff Editor assumed the Production Editor's responsibilities for research. The organization chart in effect in December 1985 was in effect through 1986, with the exception of the temporary adjustments referred to above. (see Appendix)

During session some 15 temporary staff were hired on an hourly wage basis to augment the permanent staff, as has been Hansard practice. Some wage staff were retained during non-sessional periods to assist in preparing transcripts of legislative committee proceedings or to perform other duties, as required.

The decision was made in December by the Speaker of the Legislative Assembly to shorten the time between the delivery of speeches in the House and the production of the final, typeset version of Hansard. The previous practice had been to print and circulate Blues to some of the members' offices and others in the Legislative Assembly complex the morning following the sitting being reported. The final Hansard was then printed and delivered the following working day, the second working day after the proceedings reported therein. As a result of the Speaker's decision, in 1987 the final Hansard will be

produced and delivered the next working day. In order to accomplish this, a number of adjustments had to be made in both the scheduling of work for sessional employees and the assignment of responsibilities to full-time staff. That work was begun in 1986.

In 1986 a special contract was created for the use of the Hansard branch to help minimize the turnover among sessional staff and to provide the basis for better employee relations with those staff. The contract asks for a commitment for a 12-month period from part-time staff to make themselves available to do Hansard work, following a notice period of two weeks. In return for that commitment, the Legislative Assembly Office offers each of these part-time staff a guarantee of a minimum amount of income during the contract period.

Beginning February 1, a flexible working hours arrangement was set up for full-time Hansard staff on an experimental basis. This system, known as the annual equivalency system, is based on 16.01 (a)(iv) of the master collective agreement. It provides that rather than having the work week for Hansard staff equal to that of every government department which works 36.25 hours per week, Hansard staff work the equivalent number of hours on an annual basis, so that at the end of the 12-month period ending January 31, 1987, each of the full-time Hansard staff would have worked the same number of hours as regular staff working 36.25 hours each week. This system recognizes that the work of the Hansard branch is unique and that full-time staff may be required to work longer than 7.25 hours per day during session or when legislative committees are sitting. It also provides that staff have flexibility in determining their own hours outside these times of peak demand.

The practice of holding regular staff meetings was continued in 1986. During the year meetings of the permanent staff were held approximately once each month. Notes were made of the discussions that took place and the decisions that were made at these meetings, and minutes of these meetings were circulated among the staff following each meeting.

PROFESSIONAL DEVELOPMENT

Because of the unusual timing of the sittings in 1986 and the inability to predict when Hansard staff might be available for professional development courses, only the Editor, Gary Garrison was able to attend a professional development course during 1986. The Editor attended a one-day course on December 15 entitled Performance Progress Reviews. A number of other staff enrolled in courses but had to cancel because the courses conflicted with the session.

CONFERENCES

The annual conference of the Hansard Association of Canada was held in Victoria, British Columbia, August 20 to 22. No one from Alberta was able to attend since the Legislative Assembly was in session during that period. However, the Editor submitted a report on audiotape and also was able to lead off a discussion of extra-sessional activities and sessional staff arrangements by way of an audiotaped message.

PRODUCTION

The production of Hansard was carried out using procedures very similar to those followed in 1985. However, because of software problems that persisted from early February into July, Hansard experienced problems in telecommunications and text formatting. Rather than producing the Hansard Blues at the Terrace Computing Centre, an original copy of the Blues was printed in-house and submitted to the Quick Print Centre for copying. This system was devised because of difficulty in communicating text to the Terrace Computing Centre, and it was continued for the duration of the summer sittings.

Hansard continued to be typeset by a private firm on the basis of text telecommunicated from our word processing system. However, because of software

problems and the difficulty with communications, some delays were experienced. Despite the delays, every issue of Hansard was printed and delivered without significant delays. For several weeks at the beginning of the summer sittings, the Hansard text was transmitted by a diskette rather than telecommunicated. During 1986 Hansard experienced a total downtime on its word processing system of approximately 35 hours.

In November Hansard made a commitment to purchase its own typesetting equipment so that this function could be performed in-house. Although it is anticipated that the cost of the purchase will be recovered in less than one year on the basis of Hansard use alone, the intention is to use this equipment to typeset other documents produced by the Legislative Assembly, such as Votes and Proceedings, Orders of the Day, and non-government Bills. The long-term savings are expected to be quite significant, and the Assembly also gains more direct control over the final printed product.

AUDIO EQUIPMENT

Hansard continued to use the same audio equipment as in 1985. However, the renovations to the Chamber which began following the conclusion of the summer sittings have had a direct impact on Hansard operations and the recording of the proceedings in the Chamber. The console booth, which was previously located in the southwest corner of the upper level of the Chamber, has been moved to a position just above the main doors to the Chamber, in the centre of the Speaker's Gallery just below the floor level of that gallery. The renovations to the Chamber include new, low-profile microphones built into each member's desk and a renovated console and amplification system.

BRANCH BUDGET

The financial statement on page 13 summarizes branch expenditures during the 1986 calendar year.

The 3.33 percent decrease under salaries is attributable to two full-time positions having been vacated during the year and left unfilled for part of the year. Under wages

there was an increase of 30.54 percent, which is explained by two factors primarily: first, the work that had been done by the two full-time people whose positions were left vacant following their departure was shifted to wage personnel; second, there were significantly more sittings days and pages of Hansard produced during 1986 than during 1985. The amount indicated under 1985 for payments to contract employees reflects moneys paid to the Editor of Hansard, who was under contract for part of January 1985; there were no employees under this heading in 1986. Employee contributions increased 4.48 percent largely because of the increase in total payments to personnel during the year over 1985. Allowances and supplementary benefits were down in 1986 since Hansard staff were not able to participate in training courses they would have otherwise attended had the Assembly not been sitting through the summer and into September.

Under travel expenses the decrease of 68.01 percent reflects the fact that no one from Hansard was able to attend the Hansard Association of Canada Conference in 1986 since it occurred in the middle of the summer session. The increase of 43.62 percent on freight and postage is a direct reflection of the very significant increase in the number of issues in 1986 over 1985.

Rental of assets was down 39.56 percent because the NBI word processing system, which had been under lease up to August of 1986, was purchased at that point and no further lease payments were required. Telephone and communication expenses were down 87.28 percent because the decision was made to purchase our modem and auto dialer rather than continuing to rent them. Repair and maintenance are down simply because of the timing of our regular maintenance payments on our word processing system.

Professional, technical and labour services increased 52.97 percent, which was again directly attributable to the dramatic increase in the number of Hansard pages and the number of sitting days in 1986 over those in 1985. As well, the Hansard Blues, which normally would have been paid for out of data processing services, were paid for out of professional, technical and labour instead because the copying was done at the Quick

Print Centre rather than at the Terrace Computing Centre. The expenditure for materials and supplies was down from 1985 because of the purchase in 1985 of a quantity of audiotapes which were necessary when Hansard switched from using reel-to-reel tapes to using audiocassettes. The increase under purchase of data processing equipment is attributable to the decision to purchase the NBI word processing system at the time when the option to purchase came up in August.

FINANCIAL STATEMENT

(January 1 to December 31, 1986)

	Total 1986	Comparable 1985	% Change from 1985
MANPOWER			
Salaries	218,635.74	226,160.85	-3.33
Wages	105,566.13	80,867.57	30.54
Payments to Contract Employees	0	1,867.42	-100.00
Employer Contributions	28,491.05	27,269.64	4.48
Allowances & Suppl. Benefits	290.00	1,277.13	-77.30
	352,982.92 (a)	337,442.61	3.40
SUPPLIES AND SERVICES			
Travel Expenses	1,538.30	4,808.02	-68.01
Freight & Postage	20,968.58	14,600.03	43.62
Rental of Assets	30,631.00	50,678.22	-39.56
Telephone & Commun.	203.10	1,596.16	-87.28
Repair & Maintenance	17,526.11	19,076.44	- 8.13
Profess., Tech., & Labour Services	223,585.65	146,159.32	52.97
Data Processing Services	5,582.57	11,910.06	-53.13
Hospitality	138.50	120.50	14.94
Materials & Supplies	4,785.68	7,439.15	-35.67
Purchase of Off. Equip.	12,007.13	1,262.88	850.77
	316,966.62 (b)	257,650.70	23.02
TOTAL EXPENDITURE	669,949.54 (a+b)	595,093.31	12.58

ACKNOWLEDGMENTS

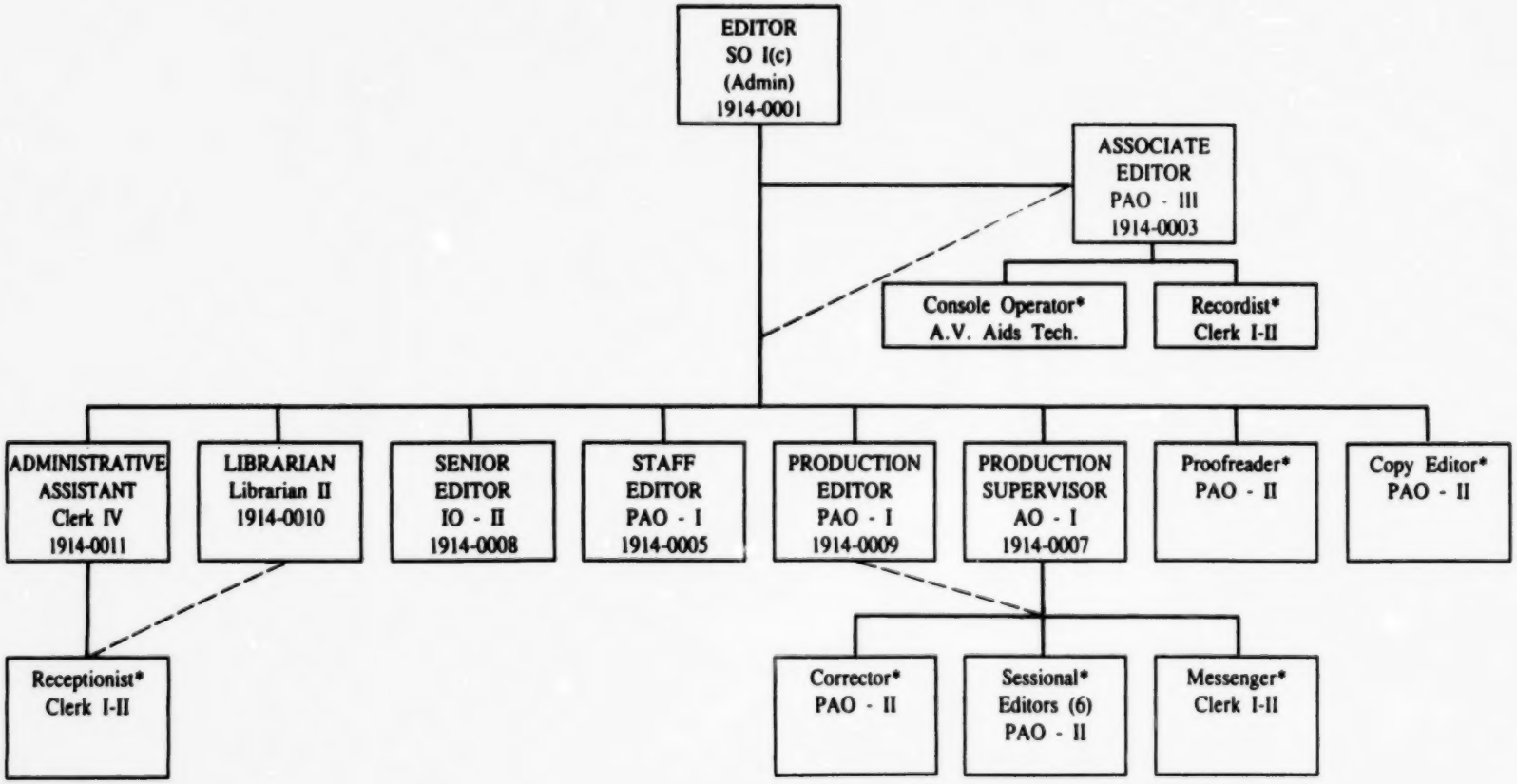
The staff of the Hansard branch are grateful to Mr. Speaker and to his predecessor for their continued support for and confidence in the Hansard branch throughout 1986. We are grateful as well to the Legislature Librarian and all the staff of the Legislature Library, especially for their valuable assistance in checking proper names and locating hard-to-find material that was quoted from in the House; to the staff of the Administration branch for their assistance in financial, personnel, and other matters; to the staff of the Clerk's Office for their all-round assistance and support; and to all Members of the Legislative Assembly and their staffs for their help in verifying the accuracy of spellings and quotations.

The Editor is also grateful to all the Hansard staff, both full-time and part-time, for their dedication and especially their extra effort during the summer sittings of 1986 which placed an extraordinary strain on all of them, both because these sittings occurred during the summer when many of them might have preferred to take holidays and because there were numerous evening sittings which went well beyond what had previously been the normal adjournment time.

ALBERTA HANSARD

APPENDIX

Organization Chart



* Indicates sessional employee